

Subject: Supplies for Projects/Events
From: Lena Mulhall <lmulhall@ccala.org>
Date: 07/28/2016 08:52 AM
To: - EVERYONE <LABID@downtownla.com>

Good Morning Team,

A friendly reminder to please give Sarah sufficient notice on any supplies you may need (includes water/snacks) for a project or event. While we can usually get supplies delivered the next day (with an expedited fee), it is difficult trying to get supplies the day of.

Thank you,

Lena